

Preliminary Assessment Report

Project 3017125, 2144 WESTLAKE AVE N

Assessment Completed: 3/10/2014

Project Description: Convert enclosed deck into caretakers quarters

Primary Applicant: [Frank Ford](#)

This report lists the results of a preliminary assessment of your project requirements by various city departments. It's based on the project characteristics described on your site plan and preliminary application form. If your project required a pre-application site visit (PASV), the results of that site visit are also included. The goal of this report is to help you create a complete submittal package and reduce the need for corrections once your application has been submitted.

Next Steps

1. Review the requirements in this report and contact the staff members listed below with questions.
2. If a street improvement plan is required, develop and submit it to the Seattle Department of Transportation (SDOT). **The Department of Planning and Development (DPD) will not accept your permit application until your street improvement plan is approved as 60% complete by SDOT. See [SDOT Client Assistance Memo 2213](#) for guidance about the 60% complete approval process.**
3. Schedule an appointment for permit application intake with DPD. **Please bring a copy of this report to your intake appointment.**

Questions About This Report

If you have questions about the information in this report, contact the appropriate city staff member for each section.

DPD Drainage Requirements

Ede M Courtenay, (206) 733-9679, Ede.Courtenay@seattle.gov

DPD Land Use Requirements

Lori L Swallow, (206) 684-5627, Lori.Swallow@Seattle.Gov

Seattle City Light Requirements

Ray Ramos, (206) 615-1193, ray.ramos@seattle.gov

Seattle Department of Transportation Requirements

Yohannes Minas, (206) 733-9044, yohannes.minas@seattle.gov

Seattle Public Utilities Requirements

Lan Chau

Other Resources

- General questions about the permit process: Contact the DPD Applicant Services Center (ASC) at 206-684-8850.

- User-friendly guides to city permitting processes: [DPD](#) and [SDOT](#).
- [Detailed zoning information](#).
- Visit our [permit type pages](#) for step-by-step instructions and forms for preparing your application and plans for review.

Requirements

DPD Drainage Requirements

The following requirements are based on the current stormwater and side sewer codes.

Existing Public Drainage Infrastructure

Sanitary sewer main location: Westlake East Rdwy Ave N

Sanitary sewer main size: 8"

Storm drainage main location: Westlake East Rdwy Ave N

Storm drainage main size: 14"

Drainage

The drainage point of discharge (SMC 22.805.020) is located at: Public storm drain system.

Flow Control Compliance

All new, replaced, and disturbed topsoil shall be amended with organic matter per rules promulgated by the Director prior to completion of the project to improve onsite management of drainage water flow and water quality per SMC 22.805.020.E. A completed [Construction Stormwater Control and Soil Amendment Standard Plan](#) is required.

Water Quality

No requirements

Permanent and Temporary Dewatering

The footing drain (if part of building plan) point of discharge ([DPD DR 4-2011](#)) is located at the following: Public storm drain system.

DPD Land Use Code Requirements

Street Requirements

Based on the scope of the proposed project, the following street improvements are required per Chapter 23.53 of the Seattle Municipal Code. Please review Right-of-Way Improvements Manual for design criteria (<http://www.seattle.gov/transportation/rowmanual/manual/>). Show required street improvements on your "enhanced site plan" at DPD permit application intake. If an SDOT Street Improvement Plan (SIP) is required, please list SDOT project number and SDOT contact name on the enhanced site plan. Street Improvement Plans must be accepted by SDOT prior to DPD permit application intake.

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Based on the documents provided, no street improvements are required per SMC 23.53.015 and SMC 23.53.006

Land Use

Based on the project scope. SEPA may be required. See DPD Director's Rule 17-2012 for more details (<http://web1.seattle.gov/dpd/dirrulesviewer/>).

A shoreline substantial development permit is required, unless the project qualifies for a specific exemption from the Shoreline Master Program. See CAM 209 and 209A for more details. Application and decision on the exemption must be made before submission of an application.

Based on the preliminary scope, the project may qualify for a specific exemption under the City's Shoreline Master Program. Application and decision on the exemption must be made before submission of an application.

Preliminary screening of your project has been completed and it appears that your proposal is located in an environmentally critical area (ECA) which may require an ECA review and SEPA. For additional information about ECAs and SEPA, visit the DPD website (<http://www.seattle.gov/dpd/Codes/>).

Other Requirements

Based on the preliminary application materials, DPD recommends that the applicant visit the Applicant Services Center to receive coaching on the proposed project.

Seattle City Light Requirements

Notes to Applicant

The description of work is for interior alterations to the building only. To ensure that the existing service at the site can accommodate the conversion, please provide new electrical load information to City Light. Contact your Electrical Service Representative well in advance if a new or revised electrical service is needed and for metering and billing for the new space. Your Electrical Service Representative is: Jeremy Petro, 206-615-0605, jeremy.petro@seattle.gov. Be advised that it is the applicant's responsibility to seek guidance from SCL should the scope of the project change. Failure to contact SCL at your earliest convenience could severely impact your project's scope, schedule and budget. This responsibility rests solely with the applicant.

SDOT Requirements

Based on the information provided at this time, it appears that no street improvements are **required**. All work in the right-of-way requires a permit. Therefore, if you are planning discretionary improvements you should contact SDOT as soon as possible. Be advised that it is the applicant's responsibility to seek guidance from SDOT Street Use should the scope of the project change, or should the applicant become aware of proposed construction in the ROW. Failure to contact SDOT at your earliest convenience could severely impact your project's scope, schedule and budget. This responsibility rests solely with the applicant.

SPU Requirements

Based on the information provided at this time, it appears that no street improvements are required. Be advised that it is the applicant's responsibility to seek guidance from SPU should the scope of the project change, or should the applicant become aware of proposed construction in the ROW. Failure to contact SPU at your earliest convenience could severely impact your project's scope, schedule and budget. This responsibility rests solely with the applicant.

For all multifamily, commercial, and industrial properties, the requirements for solid waste storage and pickup are outlined in SPU CAM 1301, available on the web at:

http://www.seattle.gov/util/stellent/groups/public/@spu/@csb/documents/webcontent/cos_004542.pdf. For questions about solid waste requirements, contact Liz Kain, (206) 684-4166, Liz.Kain@seattle.gov.

Other Requirements

Owners of residential property occupied by a tenant who will be displaced by housing demolition, substantial rehabilitation, change of use, or removal of use restrictions may need to obtain a Tenant Relocation License. Refer to DPD Tip 123, Seattle's Tenant Relocation Assistance Ordinance, for further information and instructions or call (206) 684-7979.

If your project involves additions or modification to or demolition of an existing building that contains four or more dwelling units or 4,000 square feet or more of non-residential area, and the building is a designated historic landmark or is 50 years old and meets the criteria set forth in SMC 25.12 for landmark designation, SEPA is required. Please contact the Department of Neighborhoods at (206) 684-0228 or www.seattle.gov/neighborhoods/preservation to determine if your building is a designated landmark or if a referral is necessary to determine if the building meets the criteria in SMC 25.12. Refer to Tip 208 for information regarding the application requirements for a SEPA review and Tip 3000 for information regarding landmarks and historic preservation.

If the scope of your proposed project changes before your DPD intake appointment or SDOT street improvement plan application, the requirements in this report may change. If there are municipal code and ordinance changes before our DPD intake appointment, the project must meet the new code requirements. Additional street

improvement requirements may be triggered if a permit application for a development project on adjacent property is also undergoing review.

Please be aware that all persons or companies working within the City limits, including all contractors, subcontractors, permit expeditors and other service providers are required to possess a valid City of Seattle business license. This license is required in addition to any other licenses required by the State of Washington, such as a contractors' license or state business license. For more information about City of Seattle business licenses, please contact inspector Michale Crooks at 206-684-8871, Michale.Crooks@seattle.gov, or visit the [Licensing and Tax Administration Division website](#).